

ASSISTANTS - REGISTERING NEW FILERS IN FDM



Supervisor Assistants/Senior Legal Counsel Assistants

Supervisor Assistants and Senior Legal Counsel Assistants add filers through the Supervisor or Senior Legal Counsel they are assisting.

Financial Disclosure Management

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My Filers - Supervisor View

Instructions: Use the "Change Assist" button to select or change which Supervisor, Senior Legal Counsel or ADAEO you assist and view their related filers.

Last Name: * Starts With [v] []
First Name: Starts With [v] []
Middle Name: Starts With [v] []
e-mail: Starts With [v] []
Agency: Army [v]
*Required Items Per Page 20 [v] Search

Change Who I am Assisting...

Warning: 450_1, Training X. does not have any filers.

Adding a New Filer for the Supervisor or Senior Legal Counsel You Assist

1. After logging into FDM, select the **My Info** tab and then select the **My Filers** sub-heading.
2. Click **Change Who I Am Assisting**.

To add a new filer, you must first select the appropriate Supervisor or Senior Legal Counsel you are assisting and then associate the filer to them.

3. Click **Select** beside the name of the appropriate Supervisor or Senior Legal Counsel you are assisting.
4. Click **Add Filer**.

Prior to adding a new filer, review the listing of registered filers who are associated to your selected role.

Adding a New Filer to FDM

5. Type the filer's name in the appropriate fields and click **Search**.
6. Click **Select** to the right of **filer's** name. The Add New Filer screen is displayed.

Note: The New Filer search, searches within the Global Directory Service.

If searching by e-mail, enter the filer's DOD Common Access Card embedded e-mail address only.

Once a Filer is added to FDM, they can begin creating draft, financial disclosure reports.

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Select New Filer

Instructions: Use the searching function below to identify the individual you want to add to FDM as a new Filer. When you find the appropriate individual, press the "Select" button in the corresponding row to continue with the Add process.

Last Name: * Starts With [v] Price []
First Name: Starts With [v] R []
Middle Name: Starts With [v] []
e-mail: Starts With [v] []
Agency: Army [v]

Cancel

Selecting a Filer's Supervisor or Senior Legal Counsel

A default review chain is established for Filers and Supervisors in FDM. If you know that a member of the Filer's review chain is different from the default, please update them appropriately.

FDM - Financial Disclosure Management

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Edit Filer - Price_1, R X.

Instructions: Specify the following relationships for the filer.

Attribute	Value
Last Name	Price_1
First Name	R
Middle Name	X
e-Mail	r_price_1@us.army.mil
Organization	
Phone	000-000-0000
Agency	Army

Supervisor: Nicholson, B X. [Change](#)

Senior Legal Counsel: Pickney, E X. [Change](#)

ADAE0 (only required for SF 278): Adaeo_1, Training X. [Change](#)

Roles

☐ OGE 450 Filer

☐ SF 278 Filer (General Officers and Senior Executive Service)

[Save](#) [Cancel](#)

7. Click **Change** beside the Supervisor or Senior Legal Counsel field.
8. Type the appropriate name in the search fields and then click **Search**.
9. Locate the appropriate Supervisor or Senior Legal Counsel name and click **Select** beside their name.

FDM - Financial Disclosure Management

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Edit Filer - Price_1, R X.

Instructions: Specify the following relationships for the filer.

Attribute	Value
Last Name	Price_1
First Name	R
Middle Name	X
e-Mail	r_price_1@us.army.mil
Organization	
Phone	000-000-0000
Agency	Army

Supervisor: Nicholson, B X. [Change](#)

Senior Legal Counsel: Pickney, E X. [Change](#)

ADAE0 (only required for SF 278): Adaeo_1, Training X. [Change](#)

Roles

☐ OGE 450 Filer

☒ SF 278 Filer (General Officers and Senior Executive Service)

[Save](#) [Cancel](#)

Selecting the Filer's Role

In FDM, a Filer can be an OGE 450 Filer or an SF 278 Filer. The OGE 450 is a confidential financial disclosure report and the SF 278 is a public financial disclosure report.

10. Select the appropriate role, **OGE 450 Filer** or **SF 278 Filer** in the Roles section and click **Save**.

The FDM filer receives an e-mail message notifying them that they have been registered in FDM.